

**ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION
PERSONNEL INVOLVED IN CIVILIAN PROCEEDING
AR 630-10**

1. Unit Commander will notify the S1 when a soldier has been absent for 24 hours
2. The S1 will prepare a DA form 4187 Personnel Actions for a duty status change; also prepare a DA Form 268 Suspension of Favorable Action; S1 will ensure that the proper SIDPERS transaction is done in emilpo.
3. S1 will ensure to give the unit commander a copy to take to the MP station to have annotated on the blotter.
4. S1 will ensure a copy of the duty status change is sent to finance on the Unit Transmittal Letter (UTL); also a copy is placed in the soldiers 201 file.
5. S1 needs to ensure the proper distribution of the DA Form 4187 is as follows
 - a. One copy to Unit Commander
 - b. One copy to Finance
 - c. One copy to PSB
 - d. One copy to remain in S1 files
6. The unit commander will ensure that if the soldier is gone for 10 days or more that a Next of Kin letter is completed and mailed to the soldier's next of kin address listed in 201 file or personal data sheet.

DROPPED FROM ROLLS (DFR)

1. If the soldier is gone for 30 days on the 31st day the unit commander will notify the S1 to prepare a DA form 4187 Personnel Action for a Duty Status Change.
2. S1 will complete a DA Form 4187 for a duty status change from ABSENT WITHOUT LEAVE to DROPPED FROM ROLLS with effective date the 31st day of absence.
3. Unit commander needs to take the DA Form 4187 to the Provost Marshal Office a DD Form 553 Deserter/Absentee Wanted by the Armed Forces.
4. Unit Commander needs to complete a DD Form 458 Charge Sheet with the SJA formally charging the soldier as a deserter.
5. Unit Commander needs to complete a Next of Kin Letter informing the family the soldier is considered a Deserter from the Armed Forces.
5. Unit Commander needs to appoint a soldier to clear the DFRed soldier.

6. The Sponsor is responsible for getting with the supply sergeant to set up time to inventory all the soldiers' belongings and the supply will secure the TA-50 until such time as to turn into CIF. The other soldier's belongings are placed in a wall locker and the wall locker is band by the sponsor and the supply sergeant.

7. Sponsor appointed to clear the soldier will need a copy of the DA Form 4187, memorandum from the unit commander to properly clear the soldier from the installation.

8. S1 will ensure that the appointed sponsor will receive the clearance papers necessary to clear he soldier.

9. Sponsor will responsible for completely clearing the soldier ensuring that he/she has all medical records, dental records, education records and completed copy of clearance papers.

10. Unit Commander will ensure he/she get the following forms from finance DA Form 3696 Patient's Deposit Record, DD Form 139 Pay Adjustment Authorization.

11. Once the S1 receive all the forms from the unit commander and the appointed sponsor; the packet is then packaged and taken to the PSB for the PSB to add the 201 File. The PSB will mail the packet to Commander, Fort Knox Personnel Control Center ATTN: ATZK-PMF-DIP, Fort Knox, Kentucky 40121.